

Living Waters Preschool

Board of Directors

The Living Waters Preschool Board of Directors are chosen from the membership of Living Waters Lutheran Church and parents of preschool students. This board makes decisions regarding finances, expansion, services and personnel.

President—Rev. Dr. Dell Shiell

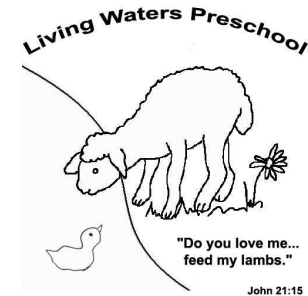
Treasurer—Carol Piltz

Secretary—Diane Shiell

Directors—Linda Poteet, Jennifer Waters, Stacey Harrison,
Lanora Gordon

Preschool Director—Susan D'Amico

State License # C20CH0006



Parent Handbook 2011—2012

Location

12479 Chancellor Blvd.
(Near North Port Blvd. and Chancellor Blvd.)

Mailing Address

P.O. Box 7495
North Port, FL 34290

Office: 941.429.9332 :: Fax: 941.625.5167

Info@LivingWatersPreschool.com

LivingWatersPreschool.com

Our Philosophy

Every Child a Gift From God

We believe children are unique and special gifts from God.

God entrusts the care of these children to parents. The church can assist parents in this care, especially in the development of their special gifts, including their intellectual, physical, emotional and spiritual resources.

Therefore, we have established a program to assist parents in nurturing their children so they can reach their full potential.

This will be done in a loving, safe, stable environment where children will experience both group and individual activities. These activities have been planned and prepared to educate them spiritually, intellectually, physically, emotionally, and socially.

Affiliation

The Living Waters Preschool program is operated and partially funded by Living Waters Lutheran Church, which is a member of the Evangelical Lutheran Church in America.

Hours of Operation

Monday–Friday
12 Month Calendar
7:00 a.m.–5:00 p.m.

Ages

We provide full-time and part-time preschool for children ages 2 years old through pre-kindergarten.

Children must be the age of their class by September 1, 2011.

Singing in Church

LWP children will occasionally sing in Living Waters worship services. All children are expected to be present in church when their class is scheduled to participate.



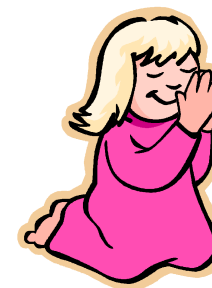
Church and Sunday School

Consistent with the philosophy and objectives of Christian education, church and Sunday school attendance is highly desirable and important.

If you have no church home, we invite you to attend our worship services. A nursery is available for infants during worship service. We also offer Living Waters Sunday School as a no-cost supplement to the preschool curriculum.

Church and Sunday School Schedule

Worship Service (Nov–April)	8:15 a.m.
Sunday School (October–May)	10:00 a.m.
Worship Service (All Year)	10:00 a.m.



VPK (Voluntary Pre-kindergarten)

VPK is a state-run free program offered to all children in Florida who are four years old by September 1. This program began in 2005 to ensure that every four-year-old was prepared for kindergarten.

More information:

1. There is no registration fee
2. Students sign up through the local Early Learning Coalition. Living Waters Preschool and Child Care Center is located in CHARLOTTE county. Please call 941.255.1650 to schedule an appointment to meet with the staff at the ELC in Port Charlotte.
3. Students enrolled in this program have an attendance requirement.
4. VPK teachers have special training to be a part of this program.

Learning or Physical Disabilities

Living Waters' Preschool cannot meet the needs of all children, especially those with severe disabilities. If the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help.

Non-Discrimination Policy

Living Waters' Preschool admits students of any race, color, sex, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, sex, national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Emergency School Closing

If it becomes necessary to close due to an emergency that would also affect the Sarasota County public school system, follow their public announcements.

Registration and Tuition

Such a wide variety of scheduling possibilities are provided that a separate tuition schedule has been prepared as a supplement to the Parent Handbook. A copy of the "Tuition Schedule for 2011," may be requested by contacting the preschool by telephone (941-429-9332) or email (Info@LivingWatersPreschool.com).

The following Weekly Rates are included in our tuition schedule:

<u>Age</u>	<u>Full-Time Rate (7am-5pm)</u>	<u>Part-Time Rate (9am-1pm)</u>
2 Yr Old	\$127.00	\$80.00
3 Yr Old	\$120.00	\$70.00
4 Yr Old	\$115.00	\$65.00
5 Yr Old	\$115.00	\$65.00

- VPK program for 4 years olds is FREE!
- Other options: extra days; 7 am-3 pm rates; VPK wrap



Registration Process

Each child must complete the registration process prior to attending Living Waters Preschool.

The following is required for registration:

1. Registration form
2. Health Examination Form (due within 30 days of enrollment)
3. Immunization Record (due within 30 days of enrollment)
4. Statement acknowledging receipt of the brochure "Know Your Child Care Center"
5. Copy of the child's birth certificate
6. Registration Fee: \$75/student or \$100/family

Financial Policy

Tuition payments are accepted monthly or annually. Monthly payments are due by the first of each month. A \$5 late fee will be added to the tuition for payments made 15 days after the due date. A return check fee of \$15 will be assessed for returned checks. Payments may be made by credit card from the preschool website.

Children are enrolled with the understanding they will remain for the full school year or at the discretion of the preschool program. There will be no tuition refund because of dismissal, withdrawal, absence or when the preschool is closed.

Please speak to the Preschool Director before a financial problem develops. Living Waters Preschool reserves the right to alter this financial policy when necessary.



Calendar

The VPK schedule is closed during national holidays, plus most of the school breaks listed on the Sarasota County Public Schools' calendar.

First Day of Summer Program	June 2, 2011
CLOSED	July 4
Last Day of Summer Program	August 19
First Day of School Year	August 22, 2011
CLOSED	September 5
Thanksgiving	November 24-25
CLOSED	January 16, 2012
CLOSED	February 20
CLOSED	April 6
CLOSED	May 28
Graduating/Moving Up Program	June 1 (Tentative)
Last Day of School Year	June 1, 2012
First Day of Summer Program	June 4, 2012

**Preliminary Calendar*

Parent/Teacher Conferences

At the start of the school year, an opportunity will be provided for each preschool family to visit our school, become familiar with the classrooms and teacher and meet other classmates. For the Pre-K, formal parent/teacher conferences will be scheduled at least once during the school year, usually in early spring. Parents may request additional conferences at anytime. Please make it a point to talk with your child's teacher often.

Parental Access

Custodial parents and guardians of an enrolled child are welcome to visit the center during hours of operation to contact the child, to evaluate the center or for other purposes approved by the Preschool Director.

Parenting Classes

Living Waters Preschool may offer parent seminars to help parents better understand what their children are learning in our program and to help good parents become even more effective in their loving child raising.

Volunteers

We have opportunities to allow parents to volunteer in our school or classrooms. Please talk with the Preschool Director about volunteer opportunities. All volunteers must complete a background screening.

Communication

Living Waters Preschool & Child Care Center staff believe that it is vital to maintain open communication between the staff and parents. It is important for parents to be involved with their child's preschool experience.

Our center provides:

- A website
- Parent-teacher conferences
- Email messages to parents
- Written notices
- Phone Tree with important voicemail messages

Discipline

Discipline is derived from the word “disciple” meaning “to teach”. Therefore, at Living Waters Preschool, we do not think of discipline as punishment, but rather as teaching self-control and Christian attitudes. Teachers will deal with each child in accordance with the teachings of Christ.

Our attention will focus on the problem and not the child. We will use redirection when problems arise and provide quiet areas where the child and teacher can discuss the behavior. If a problem persists, a parent conference will be scheduled.

Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

Parents, by signing and completing the application forms, place their child under the rules, regulations, discipline, and religious instruction of Living Waters' Preschool.



Prohibited Items

The following items are not to be brought to the school by children unless requested by the teacher:

1. Toys
2. Balloons
3. Toy weapons (guns, knives, etc.)
4. Gum, candy, food other than lunch
5. Jewelry
6. Money
7. Glass jars/bottles

Teachers and aides may use discretion and confiscate (until the close of the school day) any items they consider undesirable. No pets are admitted into the building except for educational purposes under the supervision of a teacher. Parents should use discretion when choosing items for show and tell.

Curriculum

We use *The Creative Curriculum*. Six content areas include: literacy, math, science, social studies, the arts and technology.

The children will learn through the various types of play—functional play, constructive play, dramatic or pretend play and games with rules.

VeggieConnections by VeggieTales® will be used to share Christian values.

The children will be learning Spanish and Mandarin Chinese with *Muzzy*, a BBC language program for children. *Muzzy* is the most respected program of its kind in the world. Exposure to a foreign language has been linked to: higher IQ, a bigger and richer vocabulary, improved test scores in English and Math, greater self-esteem and admission to top universities.

Through stories, games, songs and rhymes, *Healthy Start* curriculum will promote healthy behaviors in preschool-aged children. This program is supported by the National Institute of Health.

Happily Ever After® is the pre-reading curriculum for the *Super Kids*® Reading Program. This rich curriculum of early literacy skills is correlated with the Florida VPK Standards.

The children will have a great opportunity for a hands-on science learning experience in growing a garden using the *Earthbox*® growing system.

Absences

If a child will be absent due to scheduled appointments, vacations, or other planned absences, please notify the Preschool Director.

School Vacation Policy

Children who are enrolled in year-round preschool are eligible for 1 week of vacation time when they provide a 2 week notice. The tuition for the vacation week will be deducted from tuition for the next month after the vacation.

Illness and Medication

Please be certain your child is in good health before bringing them to school. Listed below are symptoms of illness that are causes for a child to be kept at home, or if observed, sufficient reason to send a child home.

FEVER: within the last 24 hours of at least 100°.

COLDS: A cold that is causing them to be listless or obviously uncomfortable with coughing and congestion.

PERSISTENT RUNNY NOSE (green or yellowish discharge)

DIARRHEA, VOMITING, or FEVER: Must be free of symptoms or fever for 24 hours before returning.

EARACHE/EAR INFECTION: If a child has pain, they must remain home.

ANY CONTAGIOUS CONDITIONS: Should your child contract a contagious disease, you must notify the school immediately so parents of other children can be notified if necessary. A doctor's note may be required before a child is allowed to return.

Children must be on prescribed medication for 24 hours before returning to school.

WE DO NOT ADMINISTER MEDICATION.

Health and Safety

First Aid

The school is able to provide only the basic kind of first aid in case of accident. We will use soap and water, ice and bandaids. An Incident Report Form will be sent home to notify you of the incident. If a more serious injury is indicated, parents will be notified immediately and the school will take the usual necessary precautions for the comfort of the injured and the prevention further injury.

Emergencies

In case of extreme or very painful injury, the school will immediately call 911 and the injured child will be taken to the Emergency Room of Peace River Regional Hospital in Port Charlotte, Florida. Parents will be notified and told to meet the ambulance at the hospital.

Arrival and Departure

Students may begin arriving after 7:00 a.m. We will begin our daily schedule at 9:00 a.m.

Your child will only be released to parents with legal custody, legal guardians, or persons named in writing on the emergency card. Teachers must know the adult or see identification before turning the child over to that adult's custody. Please advise us when someone different will be picking your child up. **WHEN IN DOUBT, WE WILL NOT CHECK THEM OUT!**

A LATE PICK-UP FEE will be charged (\$15 after 5:00; \$30 after 5:15).

Snack and Lunch

We will provide healthy snacks for the children. We do require a healthy lunch be provided by the parents of all children who will be at the school in the morning.

If you send "treats" to share with the preschool children for birthdays, etc., these might be purchased from a store or bakery (as per state regulations). Please make arrangements with their teacher one week before the event.

Clothing

The children should wear casual and comfortable clothing. They will be involved with various activities that can be messy such as outdoor play and painting. Girls should wear shorts under dresses. Close-toed shoes are required.

A change of clothes should always be available. Please include: one complete outfit, underwear, socks, shoes.

Please dress the children in clothing they are able to put on independently.

Toilet Training

All children are required to be fully toilet trained.